



Outing and Excursion Policy

NQS

QA2	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
-----	-------	---------------------------------------------------------------------------------------------------------------------------------

National Regulations

Reg	100	Risk assessment must be conducted before excursion.
	101	Conduct of risk assessment for excursion.
	102	Authorisation for excursion.

Aim

The service acknowledges the value of relevant excursions in allowing children to gain a greater insight of the society in which they live, and learn from these experiences. Our service will actively seek to minimise any risks associated with excursions, and respond promptly and appropriately to any emergency whilst on an excursion. Educators will educate children and families regarding safe road (or other transport) and play practices.

Related Policies

- Road Safety and Transport Policy
- Risk Management Policy
- Staffing Arrangements Policy



Implementation

Outings in the Local Environment:

The majority of our outings will be walking outings within our local environment. This might include, but is not limited to Sutherland Library, local shops, local schools, the park, and other aspects of the local environment.

At the beginning of each year parents will be asked to sign an authorisation form that will cover local, walking outings for the year. At this time parents will also be supplied a copy of the **Risk Assessment for Local, Walking Outings**. Parents will still be informed on each occasion their child will be going on an outing outside the centre and be invited to attend.

Educators will be responsible for supervising parents/ guardians, volunteers, students and all adults participating in an outing, and ensuring that they are not left with sole supervision of individual children or groups of children.

Outings Further Afield:

SPCP will conduct a risk assessment specific to that outing, prior to the outing taking place.

The risk assessment will be recorded using the **Risk Assessment for outings and excursions**. Parents will be notified on the Authorisation for Excursion Form that they can access the Excursion Risk Assessments prior to the excursion upon their request.

Using the Risk Assessment for Outings and Excursions Form attached to this policy, the service will take into consideration the following –

- Any risk that the excursion may pose to the safety, health and wellbeing of any child and identify how these risks will be managed and minimised.
- Any water hazards.
- Any risks associated with water-based activities.
- Transportation (to and from).
- The ratio of adults and children which must comply with the ratios in the Staffing Arrangements Policy.
- Specialised skills required (such as life-saving skills).
- Proposed activities.
- Proposed duration.
- Any medical conditions that need to be considered and managed for each child with specific health needs.



Sutherland Presbyterian Church Preschool

A parent or authorised nominee must provide a written authority for each child who is attending the excursion using the Authorisation for Excursion Form. Using the Authorisation for Excursion Form, the service will ensure that the emergency contact details for each child are up-to-date.

Transport Considerations

The means of transport must be stated on the permission note.

Buses – ensure that the seating capacity as displayed on the compliance plate is not exceeded. All children must sit on seats, preferably with, or close to, an adult. Seat belt guidelines must be followed depending on the bus. If the bus has seat belts, they must be worn at all times.

Trains – contact the station prior to the excursion to inform them of the time you will be travelling, the destination and the number of children and adults who will be travelling. Arrangements should be made to arrive at the station with an adequate amount of time to allow for safe boarding. This will allow the station to inform the train guard so that he / she can hold the train for the period of time for safe boarding and alighting. All children should be seated at all times, with an adult close by. All children should be seated in the one carriage, if possible.

Cars – Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons) is fitted with child restraints and/or seatbelts that are appropriate for the age and weight of each child, that conform to the Australian Standards, and are professionally installed or checked by an authorised restraint fitter.

Insurance

Any excursion planned must be consistent with the requirements / exclusions of the Public Liability Cover held by the service.

Hazard & Risk Assessment Matrix

Likelihood of an event occurring:	
Almost certain	Greater than 80% chance of occurring Likely to happen in next 3 months
Likely	60 – 80% chance of occurring Likely to happen in next 6 months
Possible	40 – 60% chance of occurring May occur within a year
Unlikely	20 – 40% chance of occurring May occur in next 3 years
Rare	Less than 20% chance of occurring
Impact if an event occurs/ Consequences:	
Catastrophic	Death; total loss of property; financial failure; extensive interruption to service operating



Sutherland Presbyterian Church Preschool

Major	Life threatening injury ; major damage to property; severe financial loss; significant interruption to service operating				
Moderate	Injury requiring hospitalisation ; significant but repairable damage to property; significant financial loss; some interruption to service operating				
Minor	Injury requiring a doctor ; minor damage to property; minor financial loss; some interruption to service operating				
Insignificant	Injury requires first aid ; damage to property easily repaired; insignificant financial loss; minimal interruption to service operating.				
Risk Rating:	Consequences				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	Extreme	Extreme
Possible	Low	Moderate	High	High	Extreme
Unlikely	Low	Low	Moderate	High	High
Rare	Low	Low	Low	Moderate	High

Risk Assessment for outings and excursions:

Hazard & Risk	Initial Risk Rating			Action Plan	Revised Risk Rating		
	Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level



Plan for Local, Walking Outing

Time, date and duration of proposed outing

Reason for outing/ destination

Proposed Activities

Method of travel (to and from)

Walking

Proposed route (to and from)

Number of Adults Involved (minimum ratio for educators is 1:5):

Educators:

Other adults (eg parent, family):

Parents/ grandparents (adults) are welcome and encouraged to join us on this outing.

Number of children attending

Parents are requested to supply the following items for their child:

- Sun hat
- Suitable clothing for the weather on the day eg jumper if cold, raincoat if damp.
- Comfortable shoes for walking – no thongs.

Please also refer to the Risk Assessment for Local, Walking Outings.

You will receive a copy of this document for the first outing of the year.



Risk Assessment for Local, Walking Outings

Planning:

A plan for the outing has been supplied to parents, including:

- The date and approximate times and duration of the outing
- Reason for outing/ destination
- Proposed activities to occur
- Proposed route
- Method of travel (walking)
- Number of educators (minimum ratio of 1:5) and other adults attending
- Number of children attending
- List of items for parents to supply for child on the day.
- Invite for parents to join us including whether other siblings may attend (baby/ toddler)

Permission from Parents:

Parents will be asked to sign a permission slip that will last 12 months and will cover all local outings. At this time parents will also be given a copy of the Risk Assessment for Local Walking Outings.

Parents will also be informed on each occasion their child will be attending an outing and given full details of the outing (as above).

Items to be taken:

- Mobile Phones
- List of children attending/ emergency contact list
- Emergency Management Plan
- List of adults attending (showing ratio of adults to children)
- First Aid kit
- Epipens/ asthma medication/ additional medication/ medical management plans
- Keys
- Tissues
- Camera
- Suitable clothing eg jumper if weather cold.

Children to wear:

- Sun hats
- Name tags
- Sunscreen
- Suitable shoes



Sutherland Presbyterian Church Preschool

Educators to wear:

- Sun hats
- Suitable shoes

Other:

- List of children attending outing is left at the preschool



Sutherland Presbyterian Church Preschool

Checklist of Items to be taken on a local, walking outing:

Destination:

Date:

Item	Person Responsible	Yes/ No
Mobile Phones		
List of children attending/ emergency contact list		
Emergency Management Plan		
List of adults attending (showing ratio of adults to children)		
First Aid kit		
Epipens/ asthma medication/ additional medication/ medical management plans		
Keys		
Tissues		
Camera		
Suitable clothing eg jumper if weather cold.		
For the children:		
Sun hats		
Name tags		
Sunscreen		
Suitable shoes		
Leave at preschool:		
List of children attending outing		
Adequate staffing for children not attending outing		



Sutherland Presbyterian Church Preschool

Risk Assessment for local, walking outings:

Hazard & Risk	Initial Risk Rating			Action Plan	Revised Risk Rating		
	Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
All				<ul style="list-style-type: none"> Carry first aid kit/ emergency contact information First aid educators to attend outing. 			
<p>Children will be out in the sun.</p> <p>Exposure to UV might damage skin and in the long term could contribute to skin cancer.</p>	Minor (short term) to Major (long term)	Likely	Moderate to Extreme	<ul style="list-style-type: none"> We will sunscreen the children 20min before we leave Children will wear hats Find shades locations wherever possible Sunscreen will be taken and re-applied on trips over 3 hours in duration. 	Insignificant	Rare	Low
<p>Children will be outside fenced preschool grounds and near roads.</p> <p>A child might run out onto the road and be injured by a car.</p>	Moderate to Catastrophic	Possible	High to Extreme	<ul style="list-style-type: none"> Adequate adult supervision to ensure all children are adequately supervised. This includes one adult at the front and one at the back with others interspersed in-between. Mobile phone, first aid kit, emergency contacts Evacuation rope will be used for each 	Insignificant	Rare	Low



Sutherland Presbyterian Church Preschool

Stranger might take child.				<ul style="list-style-type: none"> child to hold on to Where possible we will take the children to locations that are fenced, away from roads or otherwise create safe environment. High risk children will be assigned to a particular educator or their parent. 			
Crossing road Child or adult might be hit and injured by a car.	Moderate to Catastrophic	Possible	High to Extreme	<ul style="list-style-type: none"> Educators will ensure traffic is stopped while we cross Supervision as above. 	Insignificant	Rare	Low
Tripping hazards during walk and at venue Child or adult might trip over and injure themselves	Insignificant to Minor	Possible	Low to Moderate	<ul style="list-style-type: none"> We will leave early enough to take our time walking up Educators will constantly scan environment for potential hazards Safe venues will be chosen for outings/ when they will not be too crowded. 	Insignificant to Minor	Unlikely	Low
Children and adults might be		Possible		<ul style="list-style-type: none"> Medication & management 	Minor	Unlikely	Low



Sutherland Presbyterian Church Preschool

<p>exposed to allergens or otherwise become ill.</p> <p>Child might become ill and need access to their medication (eg asthma, anaphylaxis)</p>	<p>Moderate to Catastrophic (if person does not have access to correct medication in due time)</p>		<p>High to Extreme</p>	<p>plans will be taken with us</p>			
---------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------	--	------------------------	------------------------------------	--	--	--



Authorisation for Local, Walking Outing Form

Dear families,

During (insert year) we plan to explore our local environment through walking outings with the children. This might be in small or full groups.

Please sign and return the attached authorisation form by (insert date). This authorisation will last for 12 months (all of this year).

Please also refer to the Risk Assessment for Local, Walking Outings, which you will receive with this authorisation form.

You will also receive notice prior to any outing and will invited to attend if you wish.

Child's full name

Time, date and duration of proposed outing

Throughout (insert year)

Reason for outing/ destination

To explore our local environment and community

Proposed Activities

These will be listed specifically for each outing

Method of travel (to and from)

Walking

Proposed route (to and from)

This will be listed specifically for each outing

Number of Adults Involved (minimum ratio for educators is 1:5):

Educators:

Other adults (eg parent, family):

Parents/ grandparents (adults) are welcome and encouraged to join us on this outing.

Number of children attending

This will be listed specifically for each outing



Sutherland Presbyterian Church Preschool

Parents are requested to supply the following items for their child:

- Sun hat
- Suitable clothing for the weather on the day eg jumper if cold, raincoat if damp.
- Comfortable shoes for walking – no thongs.

For your child to attend, you are required to read this information and complete the Authority for Excursion Form. To complete this Form, you must be listed on the child's enrolment record as either their parent or an Authorised Nominee.

Authority for my Child to Attend the Excursion

Full Name

Relationship to Child

Updated Emergency Contact Details (if different from the child's Enrolment Form)

By signing the Authorisation for Excursion Form, I agree to and understand the following –

- My child has my permission to attend the excursion listed. If the excursion is a regular outing, my child has permission to attend for 12 months after the date listed below.
- I am listed on the child's Enrolment Form as a Parent or Authorised Nominee.
- I have read all of the details provided by the service and understand that I can access the Excursion Risk Assessment at the service.
- The contact details, including all emergency contact details, listed on my child's Enrolment Form are up-to-date. If not, I have provided the updated contact details above.

Signature

Date



Authorisation for Outing or Excursion Form

Dear families,

Intro information on this outing or excursion will be inserted here.

Child's full name

Time, date and duration of proposed outing

Reason for outing/ destination

Proposed Activities

Method of travel (to and from)

Proposed route (to and from)

Number of Adults Involved (minimum ratio for educators is 1:5):

Educators:

Other adults (eg parent, family):

Parents/ grandparents (adults) are welcome and encouraged to join us on this outing.

Number of children attending

Parents are requested to supply the following items for their child:

- Sun hat
- Suitable clothing for the weather on the day eg jumper if cold, raincoat if damp.
- Comfortable shoes for walking – no thongs.



Sutherland Presbyterian Church Preschool

For your child to attend, you are required to read this information and complete the Authority for Excursion Form. To complete this Form, you must be listed on the child's enrolment record as either their parent or an Authorised Nominee.

Authority for my Child to Attend the Excursion

Parent or authorised person's full name

Relationship to Child

Updated Emergency Contact Details (if different from the child's Enrolment Form)

By signing the Authorisation for Excursion Form, I agree to and understand the following –

- My child has my permission to attend the excursion listed. If the excursion is a regular outing, my child has permission to attend for 12 months after the date listed below.
- I am listed on the child's Enrolment Form as a Parent or Authorised Nominee.
- I have read all of the details provided by the service and understand that I can access the Excursion Risk Assessment at the service.
- The contact details, including all emergency contact details, listed on my child's Enrolment Form are up-to-date. If not, I have provided the updated contact details above.

Signature

Date



Sources

Education and Care Services National Regulations 2011
National Quality Standard

Review

The policy will be reviewed annually.
The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

DOCUMENT CONTROL

Application

Effective date	Review Date
March 2018	2019
	2017

Approved / Reviewed

Approved by	Date	Review date
SPC Preschool Committee	31/3/18	2019
SPC Preschool Committee		2017

Document Control

Issue	Date	Author	Change Description
5	30/8/18	Lisa Collins	Update to cover outings involving travel. not yet updated on website



Sutherland Presbyterian Church Preschool

4	March 2018	Lisa Collins	
3		Lisa Collins/ Centre Support (originally)	Re-name "Outing and Excursion Policy" Re-write to align with Risk Management Policy and current practice.

Last reviewed: <22/03/2012>

Date for next review: <22/03/2013>

Last reviewed: <02/09/2013>

Date for next review: <22/03/2014>